Virginia Community
Development Block Grant
(CDBG) Program

2019 How-to-Apply Workshop January 9, 2019-Richmond January 16, 2019-Wytheville



CDBG Program Overview

- Funding authorized under the Housing and Community Development Act of 1974
- Three National Objectives:
 - Low- and moderate-income benefit
 - Slum and blight elimination
 - Urgent community development needs

CDBG Program Overview

- Serves Non-Entitlement localities
 - Only localities are eligible applicants
- Program Design establishes Virginia's overall Program Goal and Objectives
- Request for Proposal
 - CDBG Competitive Application Guidelines and Open Submission Program Fact Sheets

CDBG Program Funding

Revenue Estimated HUD Allocation Carryover Funds Total	\$ 18,289,253 \$ 10,717,788 \$ 31,702,677
Program Administration and Planning State Administration State Technical Assistance Planning Grants 2018 Letters of Intent Total	\$ 465,785 \$ 182,892 \$ 1,000,000 \$ 2,500,000 \$ 3,148,677
Funding Available for 2019 CDBG Grant Programs	\$ <u>23,858,364</u>
Competitive Grants Vibrant Community Initiative Open Submission Funds Construction-Ready Water and Sewer Fund Community Economic Development Fund	\$13,708,364 \$ 1,000,000 \$ 4,650,000

Community Development Innovation Fund **New-Regional Water/Wastewater Fund

Urgent Need Open Submission

\$ 4,500,000

\$ 1,000,000

CDBG Program Schedule

Program	Deadline
Open Submission and Planning Grants	January 1-September 28, 2019
Urgent Need	October 31, 2019
Competitive Grant	March 29, 2019

Programmatic Changes: Comprehensive Community Development

Broadband is now an eligible component as an add-on for Comprehensive Community Development (CCD) projects

- Must survey project area to demonstrate that an area is unserved
- Must partner with a private sector provider partner for deployment

The broadband component is eligible for up to an additional \$250,000 in funding.

Programmatic Changes: Housing

- Scattered Site Housing Rehabilitation now eligible for Competitive Round
- Increase for Post-1978 Housing Rehabilitation limits from
 - Rehab-Base=\$50,000
 - Substantial Reconstruction to Base=\$85,000

Programmatic Changes: Community Facility

- Community Facility
 - Water cost limits increased to \$15,000 per connection
 - Sewer cost limits increased to \$18,000 per connection
- Open Submission **New Regional Water/Wastewater Fund**
- Increase in cap for Construction Ready Water and Sewer from \$500,000 to \$650,000

Programmatic Changes: Open Submission

- Planning Grants
 - up to \$40,000 in funding for Telecommunication planning grants
 - Opportunity Zone prospectus development is now an eligible use under the Economic Assessment Pre-Project planning grant
- **New Regional Water/Wastewater Fund** up to \$2.5 million available per project.
- Increase in cap for Construction Ready Water and Sewer from \$500,000 to \$650,000

Policy Change: Projects involving Relocation

DHCD will allow grantees to drawdown funds in a lump sum, but tenant/resident payments must be made monthly and must follow the process outlined in the grantee's approved antidisplacement and relocation plan.

Policy Change Acquisition of Easements and Properties

- If the proposed property to be acquired (not necessarily the entire property) is valued at less than \$10,000 based on current tax assessment, DHCD will not require an appraisal. However, if the property owner disagrees on the value of the property, an appraisal will be required.
- ▶ If the proposed property to be acquired is valued between \$10,001--\$100,000, an appraisal is required.
- If the proposed property to be acquired is valued over \$100,000, a review appraisal is required.

Competitive Grant Cycle

- Expected \$13.7 million available for Community Improvement Grants.
- All proposals are scored on 1,000 point scale and ranked in scoring order.
- It is expected that proposals will address items that are among the locality's highest identified community development needs.
- Proposals Due March 29th by 5:00 pm

Community Improvement Grants

- Comprehensive Community Development

 — At least two major activities, such as water, sewer, housing, etc. **New for 2019 Broadband is eligible use for an additional \$250,000**
- Community Facility Water/Wastewater services, drainage improvements, streets (including streetscapes).
 - **New for 2019** Housing Production questions added to Community Facility**
- Community Service Facility Workforce training, health care, daycare associated with economic development, etc.
- Housing Rehabilitation of housing units to DHCD Housing Quality Standards or construct new housing units.
 Defined Project area or Scattered Site
- Economic Development –Business district revitalization.

Competitive Proposal Evaluation Criteria

- Composite Fiscal Stress
- Regional Priorities
- Costs and Commitments
- Project Needs and Outcomes
- Project Specific Evaluation
 - Community Priority
 - Stakeholder Involvement
 - Readiness
 - Capacity
 - Impact
- National Objective Relationship

Open Submission Grant Cycle

- ▶ \$1,000,000 is reserved for Planning Grants
 - Range from \$10,000 \$50,000
- Expected \$10.1 million available in funding
 - Construction Ready Water and Sewer
 - Community Development Innovation Fund
 - Community Economic Development Fund
 - Urgent Needs
 - **New Regional Water/Wastewater Fund**
- January 1-September 30, 2019 (October 31, 2019-Urgent Need only)

Application Overview: Common Mistakes and Helpful Tips

APPLICATION BASICS

- Two public hearings are required
 - First Public Hearing: solicits input on local community development and housing needs and past use of CDBG funds
 - <u>Second Public Hearing</u>: solicits input on a locality's proposed CIG proposal
- Advertisement and timing
 - Advertised at least seven days prior in the non-legal section of the local paper and by one other method. Hearings must be held at least one week apart
 - Advertisements for hearings CANNOT be published at the same time
- If you have questions about what is required please CONTACT DHCD

APPLICATION BASICS



- \$2.5 million cap on open CDBG projects
 - Projects must be closed out by March 1 to not count against the cap for the 2019 competitive round.
- Include assurances, copies of advertisements, and copies of notices in ALL proposals
- Transmittal letter to PDC
- Contact DHCD if you have problems with the new application format or questions about what to submit

Common Mistakes

Costs and Commitment

- Documentation of Leverage Funds
 - Locality contribution must be documented by resolution

Project Specific Evaluation, Readiness, Capacity, & Impact

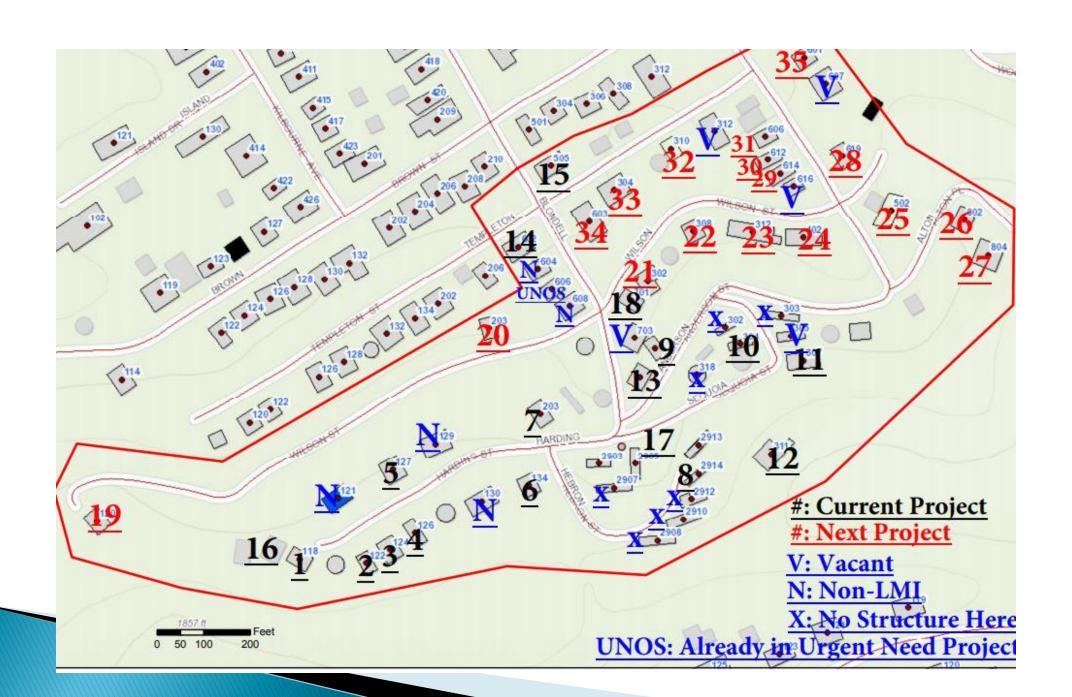
 Participation agreements, easement identification/acquisition, environmental review, and procurement are obstacles to project readiness

Project Needs & Outcomes

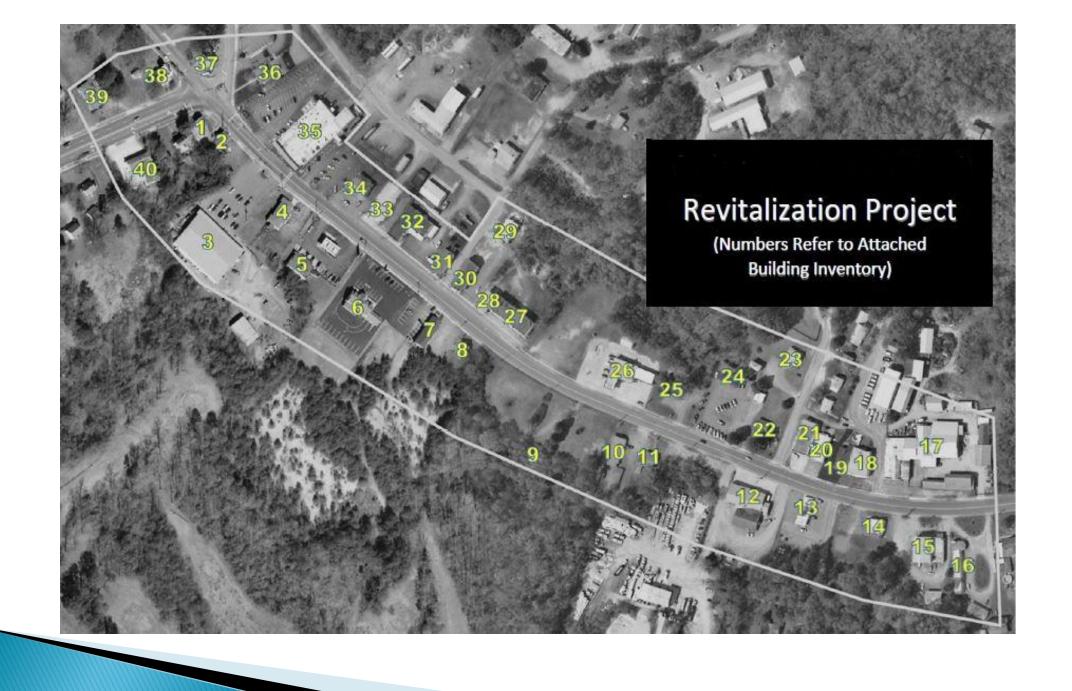
- Mapping Deficiencies-Project areas not clearly depicted
- Project does not have a clear connection to other plans or studies

Common Mistakes





Mapping Example



Physical Inventory

				P .				
16	YES	145	Main Street	Affordable New & Used Go	Robert L. Walston III	C-4	3,616	0
17	YES	149	Main Street	Amisha's Fashions / Celia V	Amisha's Fashions	C-3	2,875	0
18		156	Main Street	Vacant	Cynthia Tyndle	C-3	5,481	5,481
19	YES	178	Main Street	Vacant	James & Diane Poates	C-3	1,605	1,500
20	YES	180	Main Street	Vacant	James & Diane Poates	C-3	1,605	1,605
21	YES	190	Main Street	James & Diane Poates	James & Diane Poates	C-3	1,605	1,605
22		195	Main Street	Amerigas	Susan Revere	C-3	1,605	0
23	YES	196A	Main Street	Hair Salon	James & Diane Poates	C-3	1,605	0
24	YES	196B	Main Street	James & Diane Poates	James & Diane Poates	C-3	1,605	0
25	YES	206	Main Street	Napier Construction (back)	Dorothy B. Delano	C-3	6,000	3,000
26	YES	5801	Richmond Road	The Saddlery	Gregory Packett	C-4	750	750
27	YES	5805	Richmond Road	Vacant	Gregory Packett	C-4	1,799	1,799
28	YES	5811	Richmond Road	School of Dance	Gregory Packett	C-4	1,799	0
29	YES	5839	Richmond Road	Northern Neck State Bank	Northern Neck State Bank	C-3	11,127	0

C-4

The structure and all components are new and feature no obvious physical depreciation.

C-2 The structure features limited physical depreciation, normal wear and tear, and has been adequately maintained.

C-3 The structure exhibits some deferred maintenance and requires small to moderate repairs and improvements.

The structure features obvious deferred maintenance and is in need of significant repairs. The functional utility of the structure is somewhat diminished due to condition.

The structure has substantial damage or deferred maintenance with deficiencies that are severe enough to affect the overall functionality of the structure. Substantial improvements are needed.

Cost and Commitments

Cost and Commitment

Amount Budgeted	Source(s) (State, Federal, Local, Private, or Other)	Status of Funds Pending (P)/or Committed (C)	Amount Accepted	Notes
408,500	LOCAL		Ø	
50,000	STATE		8	DEA BROWN FIELDS GRANT-
54,092	Prante		B	UT - NO do = provided
8,376			8	No documentation
81,000	MILLAVE		8	Grant
62,454	PAZUER		8	down HOWS - NO documentation

Cost and Commitment

Non-CDBG Funds (including Local) versus Total Project Cost (up to 40 po Based on leverage accepted previous page.	ints)
$\frac{8}{\text{(Non-CDBG\$)}} \div \frac{1,338,92}{\text{(Total\$)}} = \frac{8}{9}\%$	
Section below to be completed by the Policy and Strategic Develo	pment Office
Place proposal in one of six priority groups based on its percentage as compaproposals.	ared to those of other
HIGHEST (40 points)	-1
HIGH (30 points)	70
UPPER MIDDLE (25 points)	
LOWER MIDDLE (15 points)	
LOW (10 points)	
LOWEST (0 points)	
Local Funds versus Total Project Cost (up to 40 points) Based on leverage accepted from previous.	
8 + 1,338,972 = D 06	
$\frac{2}{\text{(Local \$)}} \div \frac{1.338.972}{\text{(Total \$)}} = 2\%$	
(1001.4)	
Section below to be completed by the Policy and Strategic Develop	pment Office
Place proposal in one of six priority groups based on its percentage as compa proposals.	ared to those of other
HIGHEST (40 points)	
HIGH (30 points)	(l)
UPPER MIDDLE (25 points)	
LOWER MIDDLE (25 points)	
LOW (10 points)	
LOWEST (0 points)	

Applicant received 20 out of 125 Points for Costs and Commitment

Housing Rehabilitation Project Mistakes

- Many communities have not clearly documented how many homes actually need assistance
 - Example-A total of 50 homes listed in project area, 24 to be assisted with the project.
 - Can be remedied by a detailed description of the condition of the homes not being assisted
 - Map referencing
- Unsigned participation agreements by identified property owner
- Outdated participation agreements

Sample Score Sheet

Dahahma	Units	Percentage	Project Outcomes
Rehabilitated	6	100 - 100 - 100 - 100 - 100	15t= 7% rehab +/0 rehab, 2 subst
Substantial Reconstruction	4	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Project Cost per lin
Constructed	1117		
ГОТАL	10		1
Conflicting num	ber of unit	Houghout	Plicalae
		- Trought C	The carlon

Benefit to LMI Persons C Using the number of LM percentage of LMI persons	Al persons	ACCEPTED III	om page 2 i	from this	score sheet	calculate	the Synthetic
26 LMI Persons	÷ 15 Total	Persons =	1617	Took	Avg of	26 pe 10 he	rsons in ouseholds 2,6

A - Dallar and Strategic Development Office

Housing Summary Table

Project Area Totals				•		
	Total #	Units	# Substandard Units		Total # 1	Persons
	Project Area	LMI	Project Area	LMI	Project Area	LMI
Owner Occupied						
Single-Family	11	8	8	8	32	26
Multi-Family	0	0	0	0	0	0
Mobile Homes	0	0	0	0	0	0
Renter Occupied						
Single-Family	8	5	5	5	17	14
Multi-Family	0	0	0	0	0	0
Mobile Homes	0	0	0	0	0	0
acant						
Single-Family	3	0	0	0		
Multi-Family	0	0	0	0		
Mobile Homes	0	0	0	0		
Total	22	13	13	13	49	40

- 1 landlord participation agreement & 2 owner-occupied participation agreements not signed by identified property owner
- 7 participation agreements are dated between late 2016 and early 2017 so continued interest is unclear
- 1 rental being rehabbed is vacant. For how long is unclear so eligibility is uncertain. Proposed tenant identified

Business District Proposal Mistakes

- Demonstration of blight (25% or more of project area) not clearly defined or depicted
 - Can be accomplished by including a detailed map or complete listing of identified blighted properties
- Not addressing other blight or vacancies in the project area
- Not submitting documentation of support from business community for the project

Amount Budgeted	Source(s) (State, Federal, Local, Private, or Other)	Status of Funds Pending (P)/or Committed (C)	Amount Accepted	Notes
\$171,480	The All Markets	C	\$171,480	Letter in attachment 4
1 62,057	P	P	\$0	Participation agreeme
				did not include investigaments.

Façade participation match not accepted because the participation agreements did not show match amount

Participating in Façade Program	Agreement Signed (and included)	Amount of CDBG Assistance	Amount of Private Investment
yes	yes	\$5,802	\$5,802
yes	yes	\$13,709	\$13,709
yes	yes	\$11,935	\$11,935
yes	no	\$10,147	\$10,148
yes	yes	\$3,850	\$3,850
yes	yes	\$6,050	\$6,050
yes	yes	\$10,563	\$10,562
			\$62,056

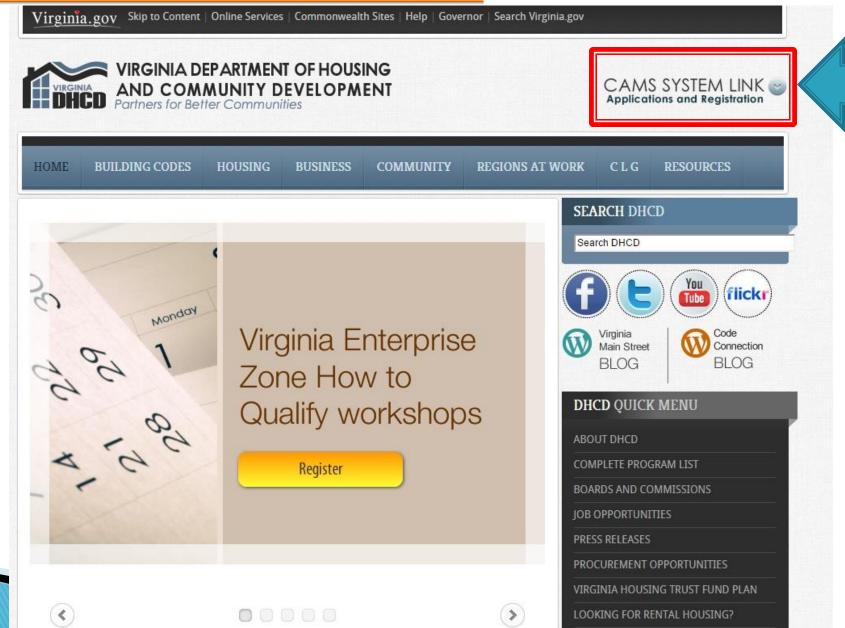
APPLICATION SUBMISSION REQUIREMENTS

- Submit to DHCD by 11:59 pm on March 29, 2019
- Must use CAMS
- Must provide required ALL required attachments

SUBMISSION OF THE APPLICATION IN CAMS

- Create a Profile now.
- Locality must submit.
- Do not share your password / login.
- Assign staff to roles for assistance as needed.
- Internet Explorer or Chrome are the recommended browsers.
- Save often. Use Save this Tab before moving to another section

www.DHCD.VIRGINIA.GOV



DHCDCAMS



Search Programs



Registration





User Guide

Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please login if you already have an account with us. If no, please click "Registration" above to register your organization.

Search Programs without a login by selecting the 'Search Program' link at the top of the page.

E-mail*:

DHCDSuperuser@gmail.com

Password*:

Log On

Forgot Password



Remember to save your work frequently. CAMS sessions time out after 60 minutes with no activity.

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To search programs, apply for funding, determine application status or manage a profile select:

Applications And Programs

To view or manage projects or budgets, manage financial transactions, run reports or manage a profile select:

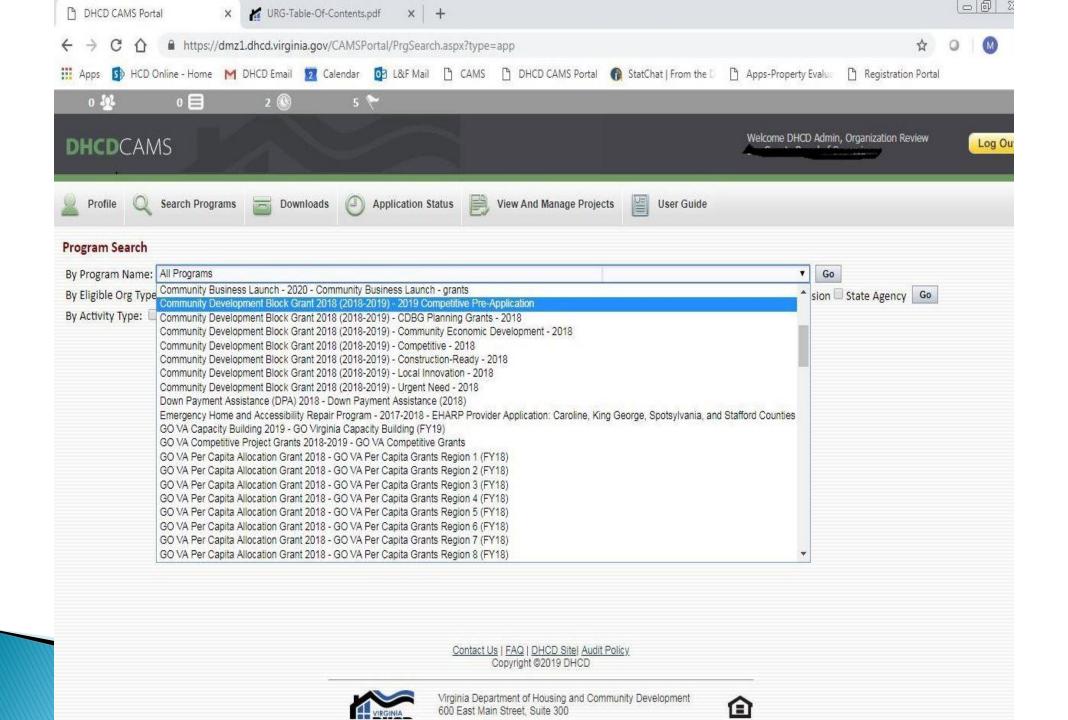
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DHCDCAMS



Search Programs



Registration Login





Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please login if you already have an account with us. If no, please click "Registration" above to register your organization.

Search Programs without a login by selecting the 'Search Program' link at the top of the page.

E-mail*:

DHCDSuperuser@gmail.com

Password*:

Log On

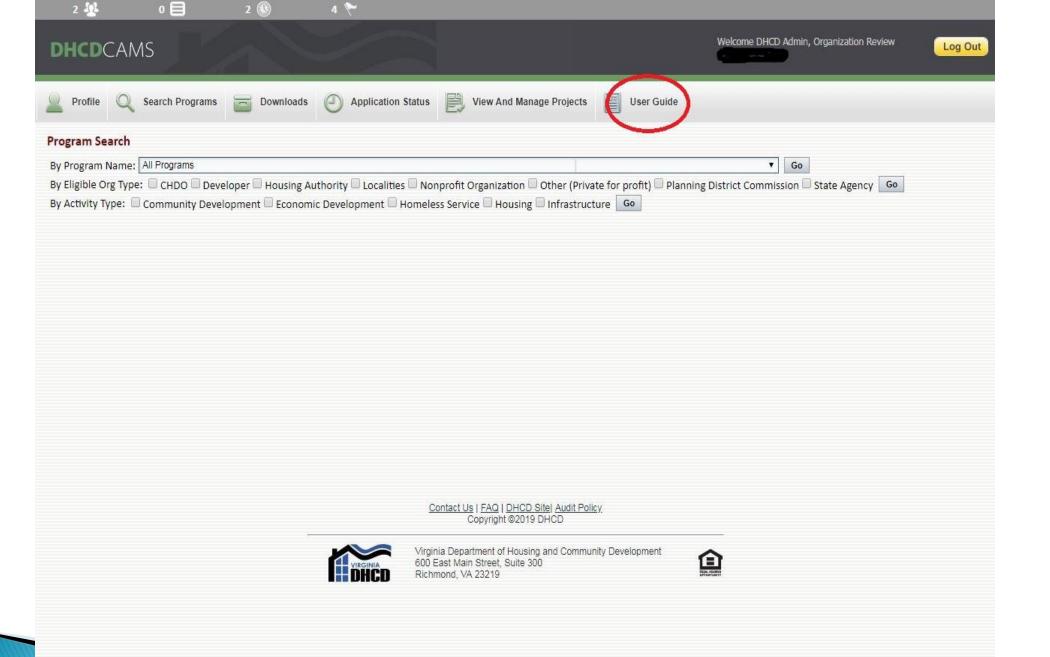
Forgot Password



Remember to save your work frequently. CAMS sessions time out after 60 minutes with no activity.







CAMS User Guide

The CAMS or *Centralized Application and Management System* User Guide is designed as a complete reference tool. The individual documents will be updated to correlate to system updates and feedback from the applicant and grantee population.

You may also find the \underline{FAQ} to be a helpful resource tool. If you have questions or comments about this guide, please $\underline{contact\ us}$.

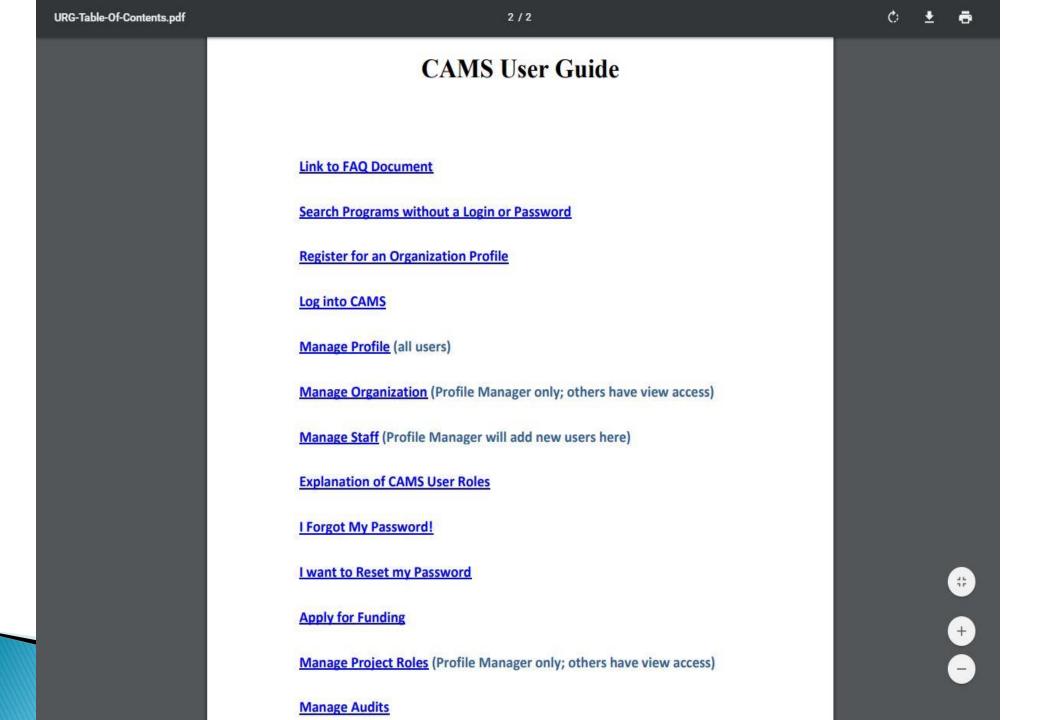
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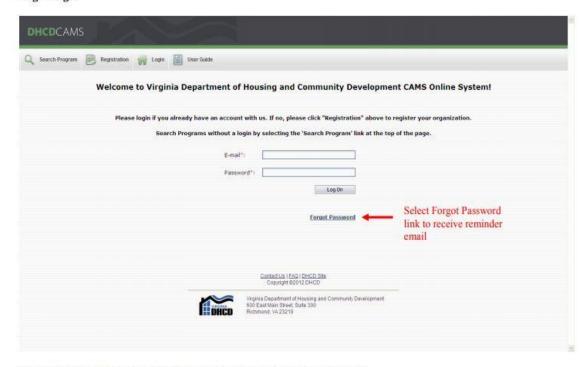




User Reference Document - Forgot Password

The Forgot Password link within the Login page allows any CAMS user with a valid ID and password to send a reminder email with their CAMS password to their email address of record.

Login Page



When the Forgot Password link is selected the following screen will appear.









Breakout Session Group Discussions by Project Type with DHCD Staff

Do you need help?

Tamarah Holmes, Ph.D
Associate Director of Policy & Strategic Development
804-371-7056

tamarah.holmes@dhcd.virginia.gov

Michael D. Allen Policy Analyst 804-371-7076

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Call or Email with questions. Help Desk staff are available. CAMSHelp@dhcd.virginia.gov